

BASIC FUNCTION OF POSITION

Job holder conducts SD operations as a member of a tactical team of SD personnel. This includes daily operational supervision for a three member SD Unit (SDU). Job holder is accountable for operational SD equipment assigned to the SDU. Job holder directly reports to the SD Coordinator.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

I. Surveillance Detection

80%

Job holder is responsible for conducting SD within an assigned area. Job holder's primary responsibilities include: identifying suspicious activity and/or possible surveillance and submitting information to support a preliminary analysis; engages in close observation to identify and report potential hostile surveillance directed against U.S. Government facilities, employees, family members, and residences; and initiates emergency responses as necessary to safeguard life and property.

II. SD Office Management

10%

Job holder conducts pre-shift briefings, distributes assigned equipment, places and coordinates the actions of the SD personnel at static and rotational assignments. Job holder monitors and evaluates the daily performance of SD Monitors.

III. Reporting and Training

10%

Job holder makes verbal and written reports on findings to the responsible supervisory security personnel. Will be required to maintain surveillance records and/or perform data entry into software applications. Reviews reports from SD Monitors for completeness and accuracy and submits final draft to the SD Coordinator.

***Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.*

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of high school is required.

b. Prior Work Experience

Minimum of one (1) year of military, police, or private experience in the field of security is required. In addition to six (6) months of supervisory experience is required.

c. Post Entry Training

Formal SD and related security training based on Diplomatic Security Training Center accredited material (40 hours). Up to six months of on-the-job training for the specific operational environment. 16 hours of refresher training every year, corrective, and related security training will be provided and based on the Diplomatic Security Training Center accredited material. Distance-learning version of PT 230 Fundamentals of Supervision.

d. Language Proficiency:

English level III (Good working knowledge) Reading/Writing/Speaking is required.

e. Job Knowledge

Knowledge of surveillance techniques. Familiarity with local pedestrian and vehicular traffic patterns and habits, experience in the preparation of reports and schedules, awareness of cultural norms and customs is required.

f. Skills and Abilities

Must possess a driver license. Ability to manage the work of others in a team environment is required. Prepare oral and written reports, and operate communications SD equipment and cameras. Basic computer skills are required, to include keyboarding with accuracy and proficiency with Microsoft Office Suite Word and Excel.

POSITION ELEMENTS

a. Supervision Received

Works under the daily supervision of the SD Coordinator. Technical supervision is provided by the SD Coordinator and RSO.

b. Supervision Exercised

Exercises full field-level supervisory responsibility for three SD Monitors (up to 10 staff).

c. Available Guidelines

The Foreign Affairs Manual, Foreign Affairs Handbook, SD Management and Operations Field Guide, Diplomatic Security Instructions and Procedures Handbook, and supervisory instructions.

d. Exercise of Judgment

Independently supervises and executes daily SD Program activities and determines best courses of action and appropriate communication channels for diverse threat situations.

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

Internal contacts are primarily with members of the SDU, the RSO, and US mission staff.

External contacts include local law enforcement, as required by the RSO.

g. Time expected to Reach Full Performance Level

Six months.